

Privacy Notice for Parents and Carers (How we use your personal information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about parents and carers of pupils at the academies in our Trust like you.

We, The Challenge Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted as shown in the 'Contact us' section below.

The categories of information that we process collect, hold and share about you include:

- Personal information (such as name, unique pupil number, address, DOB, contact details such as email/ telephone numbers)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school
- For faith schools: Information about your religion, as part of our admission arrangements

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we collect and use your information

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists

- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

The legal basis on which we use this information

We collect and use pupil information under Article 6 (1)(b) and (1)(c) of the General Data Protection Regulations :

- 6(1)(b) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- 6(1)(c) Processing is necessary for compliance with a legal obligation
- 6(1)(d) Processing is necessary to protect the vital interests of a data subject or another person
- 6(1)(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We collect and use sensitive pupil information under Article 9 (2) (b) of the General Data Protection Regulations

- 9(2)(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- 9(2)(c) Processing is necessary to protect the vital interest of a data subject or another individual
- 9(2)(e) Processing relates to personal data manifestly made public by the data subject
- 9(2)(f) Processing is necessary for establishment, exercise or defence of legal claims

We may also process data situations where:

- We have obtained consent to use it in a certain way

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts or tribunals

Storing this data

We hold your data securely for the set amount of time shown in our data retention schedule which sets out how long we keep information about you and this can be found on our website www.tcat.uk.com

Who we share information with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law) we may share personal information about pupils with

- Our local authority, [name of local authority] – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers:
 - List the specific types of providers (e.g. catering, HR)
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE), Warrington Borough Council, other schools and The Challenge Academy Trust on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Transferring data internationally

Where we share data with an organisation that is based outside the UK, we will protect your data by following UK data protection law.

Requesting access to your personal data

Under data protection legislation, parents, adult learners and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant academy's school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Dawn Golden Compliance and Information Manager on admin@tcat.uk.com

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Dawn Golden Compliance and Information Manager.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 12th October 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Dawn Golden Compliance and Information Manager on admin@tcat.uk.com at The Challenge Academy Trust, c/o Bridgewater High School, Broomfields Rd, Appleton, Warrington, WA4 3AE.